Superintendent of Finance & IT

Lisle Park District

Contact Name: Jon Pratscher
Contact E-mail: jpratscher@lisleparkdistrict.org
Contact Phone: 630-964-3410
Closing Date:
Salary: $125,000-140,000 DOQ

Description:
All applicants must apply at https://lisleparkdistrict.bamboohr.com/careers/173?source=aWQ9MjM%3D to be considered.

This position oversees the District's accounting, financial reporting, capital asset management, and information technology functions, and prepares the financial analysis of operations that guides the Director of Parks and Recreation and the Board of Park Commissioners. The role requires advanced judgment, proactive planning, and collaborative leadership to manage staff, resources, and capital assets effectively.
Responsibilities include but are not limited to:

1. Analyzes revenues, expenditures, and earnings against budget to evaluate operating performance. Presents financial reports to management and Board of Park Commissioners on District’s overall fiscal condition.
2. Maintains oversight of the park district's accounting system including records of all transactions and assets and determines depreciation rates to apply to capitalized items.
3. Coordinates the preparation and administration of the annual operating budget in conjunction with the Director of Parks and Recreation ensuring statutory compliance with budget approval, public notice, board presentation, and county filing requirements.
4. Develops, implements, and monitors long-term goals and initiatives established in the District Strategic Master Plan and annual work plans of staff within position’s oversight.
5. Administers contracts as applicable, to solicit, select, and hire consultants, vendors, and contractors within areas of responsibility; monitors work in progress; and ensures legal compliance.
6. Coordinates with external auditors in the preparation and completion of the financial year-end analysis.
7. Prepares District’s Annual Comprehensive Financial Report (ACFR) including Management Discussion and Analysis (MD&A) and all other financial narratives.
8. Develops long-term financial planning for park district operations and provides financial input regarding major capital expenditures and projects requiring the issuance of bonds.
9. Prepares annual tax levy extension and all required documentation (resolutions, ordinances) for board approval. Ensures timely filing of all required tax levy documentation with the County.

10. Leads the park district's debt management and bond issuance activities to ensure the effective use of the park district's debt capacity and borrowed funds.
11. Complies with all federal, state, and local financial, payroll, and tax regulations, including the preparation and filing of quarterly payroll reports and monthly unemployment and IMRF reports. (Forms 941, IL-941, and UC-3)
12. Prepares, files, and issues employee W-2s.
13. Oversees the operation and security of all District information technology systems, hardware, software applications, servers, cloud services, internet access, and telecommunications.
14. Establishes and maintains cybersecurity practices, including multi-factor authentication, user access controls, data backup and recovery, and staff security awareness to protect District systems and confidential data.
15. Evaluates and implements technology and process improvements to enhance financial operations, payroll administration, workflow efficiency, and public financial transparency.
16. Oversees the administration, maintenance, and management of office equipment including copiers, printers, personal computers, cellular phones, and telephone systems.
17. Files request for record disposal annually with the State of Illinois.
18. Maintains effective banking relationships and oversees park district bank accounts, loans, investments, and account reconciliations.
19. Hires, trains, manages and evaluates subordinate employees in accordance with Lisle Park District Employee Handbook.

Qualifications:

- Bachelor's degree in finance, accounting, business administration, or a related field. Master's degree preferred.
- Minimum of **five** years of progressive, financial management work experience required. Background in government accounting preferred.
- Proficient in accounting software and Microsoft Office, including Outlook, Word and Excel
- Excellent verbal and written communication skills
- Certified Park and Recreation Professional (CPRP) certification is preferred.
- CPA license preferred

Benefits we offer:
Medical Coverage- PPO or HMO & Prescription Coverage
Dental Insurance
Vision Insurance
Life Insurance (basic & voluntary)
Short- and Long-Term Disability
Pension / Defined Benefit Plan (IMRF)
Flexible Spending Accounts
Paid Holidays, Personal Days, Vacation, Sick Time
Tuition Reimbursement
Professional Membership Dues
Complimentary Sea Lion Aquatic Park Membership
Complimentary golf at River Bend Golf Club
Park District program discounts
Park District facility discounts and usage benefits
Pay is based off previous experience.